



## Guide for people with disabilities who are applying to work at Comic Relief

Comic Relief is committed to ensuring equality of opportunity for all job applicants and staff regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity leave, race, colour, nationality or ethnic or national origins, religion or belief, sex or sexual orientation. We welcome diversity in our workforce. We aim to ensure that our workers achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria.

Under our Mental Health policy we seek to ensure that no one is refused employment, or has career development or progression opportunities limited on the grounds of mental health conditions. Comic Relief will make reasonable adjustments to work environments for people with mental health conditions so that they can continue working.

Comic Relief operates a guaranteed interview scheme for candidates with a disability who meet the minimum criteria for a particular job. The online application process will guide you through this.

The definition of 'disability' under the Equality Act 2010:

In the Act, a person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

Under the Equality Act 2010 an employer has a duty to make reasonable changes for disabled applicants and employees. These are known as 'reasonable adjustments'. Adjustments should be made to avoid you being put at a disadvantage compared to non-disabled people. The need to make reasonable adjustments can apply to the working arrangements or any physical aspects of the workplace. For example, adjusting your working hours or providing you with an adapted piece of equipment to help you to do the job. Physical adjustments might include replacing steps with a ramp. Also, if it is reasonable, the employer needs to provide an extra aid to ensure the disabled worker is not disadvantaged. This might mean providing special or adapted equipment to do the job.

**Access to Work** is a government scheme which can help you if your health or disability affects the way you do your job. It gives you and your employer advice and support with extra costs which may arise because of your needs.

**Access to Work** might pay towards a support worker or the equipment you need at work. It can also pay towards the cost of getting to work if you cannot use public transport. If you need a communicator at job interviews, then **Access to Work** may be able to pay some or all of the communicator costs. You can find more information here:

<https://www.gov.uk/access-to-work/overview>

You can speak to a member of the HR team at Comic Relief in confidence if you would like to discuss a disability or mental health condition and the ways in which Comic Relief can provide help or support.